



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
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www.ca.blm.gov

July 12, 2002



In Reply Refer To:
1400-300(P)
CA-945

EMS TRANSMISSION: 7/12/02
Information Bulletin No. **CA-2002-048**

To: Deputy State Directors and Field Managers

From: State Director

Subject: Automated Exit Interview

This is a follow-up to the February 2002 Instruction Memorandum that introduced the new automated Exit Interview process (attached). In the memorandum we stressed the importance to have either a supervisor or designated representative, inform the Human Resource office at the **earliest time possible**, when it is known that an employee will be leaving this agency; other than changing jobs within the Bureau, being terminated for cause, or leaving because his/her appointment ends. This new process has not been successful in BLM, California. The Human Resource office only received just a couple notifications about pending departures, even though a large number of separation actions have been processed over this period of time.

Although it is not mandatory for departing employees to complete the exit interview questionnaire, it is imperative that we provide them with the opportunity. I urge you to comply with the instructions provided in IM CA-2002-028 and ensure that the Human Resources staff is notified immediately when an employee has expressed that he/she is leaving the agency. The questionnaires must be forwarded to the employees while they are still in a duty status.

If you have any questions regarding this memorandum please contact Angie Dailly at (916) 978-4476.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment:
1 - IM No.CA-2002-028

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
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February 5, 2002

In Reply Refer To:
1400-300(P)
CA-945

EMS TRANSMISSION: 2/5/02
Instruction Memorandum **No. CA-2002-028**
Expires: 09/30/2003

To: Deputy State Directors and Field Managers

From: Deputy State Director, Support Services

Subject: Automated Exit Interview

The Bureau's Lotus Notes based Automated Exit Interview questionnaire is now officially up and running. This new process will replace the paper questionnaire we have been using and is to be implemented immediately. The automated exit interview questionnaire must be forwarded by email to eligible employees upon notification of an impending departure. The immediate focus is to collect employee data and build a database for analysis in support of improving the workplace environment and employee retention. The Personnel Officer and EEO Manager have the responsibility to query the database for local and national trends and indicators.

Although departing employees are not obligated to complete the exit interview questionnaire, they should be strongly encouraged to do so. They should also be reassured that their anonymity will be preserved, and that aside from appropriate Personnel and EEO staff, only trends and indicators will be reported to management. The departing employee completes the questionnaire and submits it to the database, where the data immediately factors into the analysis for local and national trends and indicators. An opportunity for a verbal interview is factored into the automated process. After the employee completes the questionnaire there will be an option to select a person from the BLM address book to talk to. Individuals in BLM California wishing to use this option should select Deena Wilson, Dispute Resolution Specialist, in EEO.

Federal employees eligible to receive the questionnaire are those who are:

- \$ resigning or retiring;
- \$ accepting employment with another agency or with the private sector; or
- \$ temporary/term employees voluntarily leaving the organization for personal reasons prior to the expected end of their appointment.

Federal employees not eligible to receive the questionnaire are those who are:

- \$ changing jobs within the Bureau;
- \$ being terminated for cause;
- \$ being suspended;
- \$ on furlough; or
- \$ on extended leave or leave without pay with intent to return to duty.
- \$ temporary/term employees who are at the end of their appointment.

To ensure departing employees are offered the earliest opportunity to participate in the Automated Exit Interview process while still on the job, you, your subordinate supervisors, or your designated representative, must notify the Human Resource Services Branch (CA-945) of any employee who firmly decides to leave the organization, **as soon as the eligible employee gives notice**. Notification of an employee leaving can be sent by email, written notice, or telephone, to Marc Madrigal (CDD/CenCal), (916) 978-4484, or to Beverly Ledbetter (CASO/NorCal), at (916) 978-4462.

The submission of an SF-52 should not be considered for notification purposes, since in many cases, the SF-52 is received in the Human Resources office after an employee is already gone.

Each field office shall be responsible for providing a location for employees who do not have access to a computer to complete the questionnaire.

Questions regarding this memorandum may be directed to Angie Dailly at (916) 978-4476.

Signed by:
Annisteen Tate-Commack
Acting, DSD Support Services

Authenticated by:
Richard A. Erickson
Records Management